

## **1410.01 System 85 and Voice Mail Telecommunications**

Issued January 1, 1994

**SUBJECT:** System 85 and Voice Mail Telecommunications.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** Any modification of DIT-owned or operated telecommunications equipment.

**CONTACT AGENCY:** Department of Information Technology (DIT) - Telecommunications.

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**SUMMARY:** To add, move, change, and delete telecommunications and voice mail features and equipment administered by DIT Telecommunications, an agency must identify the need and submit the appropriate form to the Telecommunications Division.

**APPLICABLE FORMS:** DIT-906, Telephone Work Request.  
DIT-906A.  
DIT-906X.  
DIT-915, Voice Mail Request.  
DIT-921.  
DIT-921X.  
Related work sheets (e.g., button detail sheets for multi-line sets and adjuncts, call coverage work sheets, call pickup work sheets, and speed dial list work sheets).

### **PROCEDURES:**

#### **System 85 telephone work requests:**

- Site coordinator:
  - Identifies agency's need for service, i.e., installation of new telephone lines and sets, physical relocation of existing lines and sets, modification of hardware and software (e.g., feature changes and set changes), and deletion of unnecessary lines and sets.
- Prepares, submits and attaches DIT-906 and related work sheets for software modifications and current floor plans for hardware modifications to agency coordinator for approval.
- Agency coordinator reviews and approves DIT-906 by signature and submits to Telecommunications for processing.

#### **Voice Mail Work Requests:**

- Site coordinator:
  - Identifies agency's need for service, i.e., addition of personal voice mailboxes, changes to existing voice mailboxes, and deletion of unnecessary voice mailboxes.
  - Prepares and submits Forms DIT-906 and DIT-915 to his/her agency coordinator for approval.
- Agency coordinator reviews and approves DIT-906 and DIT-915 by signature and submits to Telecommunications for processing.

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